

MATTHEW G. BEVIN
GOVERNOR




THOMAS B. STEPHENS
SECRETARY

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE: (502) 564-7430
FAX (502) 564-7603
[HTTPS://PERSONNEL.KY.GOV](https://PERSONNEL.KY.GOV)

MEMORANDUM

PERSONNEL MEMO 19-04

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary 

Date: April 30, 2019

Re: Primary Election – May 21, 2019

Kentucky's primary election will be held on Tuesday, May 21, 2019. To verify your eligibility to vote in the primary, please review your voter registration information and the sample ballot that will include all partisan and nonpartisan local and state races requiring a primary in your county of residence at GoVoteKY.com. As a reminder, if your party affiliation changed after December 31, 2018, you are not eligible to vote in partisan races in the Primary Election. However, please note that all registered voters shall be qualified to vote in the Primary for candidates in nonpartisan races if nonpartisan races appear on your ballot.

All employees entitled to vote, who are otherwise scheduled to work during the hours that the polls are open, and who request leave in advance, shall be granted up to four (4) hours of voting leave (VOTE) to cast their votes. In addition, employees who choose to vote absentee may be granted this leave if a request is made in advance of the day they appear before the clerk to request an application for or to execute an absentee ballot. *See* Ky. Const. § 148; KRS 118.035; 101 KAR 2:102(7); 101 KAR 3:015(7). Any employee who exercises their right to obtain voting leave, but fails to vote, may be subject to disciplinary action. *See* KRS 118.035(3).

An employee who is selected to serve as an election officer shall be allowed, upon prior request and approval, leave up to seven and one half (7.5) hours based on a 37.5-hour work week or eight (8) hours based on a 40-hour work week, for attending training or serving as an election officer.

- Approved absences to serve as an election officer on Election Day shall be coded as ELEC (Working Polls Leave).
- Approved absences for election officer training activities shall be charged to compensatory leave, annual leave, or authorized leave without pay if the employee does not have accrued leave or a combination thereof.

See KRS 118.035(4).

Employees exercising their right to use voting leave and/or election leave are required to complete the Voting and Election Leave Verification form, available on the Personnel Cabinet website under [Documents in Demand](#). Completed forms should be submitted to the employee's supervisor.

Should you have questions regarding your eligibility, contact information for the county clerk in your county of resident may be viewed at GoVoteKY.com or you may contact the Office of Secretary of State at (502) 564-3490 or the State Board of Elections at (502) 573-7100. If you have questions regarding the voting and election leave policy, please contact the Office of Legal Services in the Personnel Cabinet at (502) 564-7430.